

THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

Present:	Alan Jarrett Mike Sherman Alan Balfour Sally Ann Cockerill John Dryden Jono Garton Peter Glenser Duncan Greaves Ian Grindy Mike Hardy Oliver McCullough Professor Ann Mortimer John Thornley OBE Sarah Turner	Chairman Vice-Chairman
Ex-Officio:	Richard Ali Gary Ashton Steve Bloomfield Philippa Bursey Christopher Graffius Tommy Mayne Colin Sheddon	Chief Executive Director, Wales Director, England Director of Business Management Director of Communications Director, Northern Ireland Director, Scotland
In Attendance:	Angela Davies Matt Ellis Debbie Owen Ian Danby Tim Russell Paul Williamson Paul Dale	Director of Business Management designate Agenda item B.8 Agenda item B.9 Agenda item B.10 Agenda item B.15 Agenda item B.15 Agenda item C.3
Minutes Secretary:	Kate McCann	Independent Minutes Secretary Wirral Concierge Company

A.1 To receive apologies for absence and to note absentees

Apologies were been received from Martyn Jones and Stephen Curtis.

A.2 To confirm confidential items



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

The Chairman confirmed the confidential items on the agenda as items B.2, B.7, B.15, C.5 and D.3.

C.2 was handed out to Council at the meeting. The Chairman commented that his report had been submitted by the due date, but circulation had been delayed due to the nature of some of the contents.

It was noted that D.3 will form part of the recorded Council meeting. However, all staff, except for the Chief Executive would be asked to leave during this item.

A.3 To identify suggested items of any other business

Council wished to raise the timings of the elections and the honorarium decision for Chairman and Vice-Chairman.

A.4 Declarations of interest

The Chairman and Chief Executive declared an interest in the land acquisition item (agenda item B.2) due to their status as WHT Trustees. Peter Glenser, Jono Garton, Oliver McCullough, Mike Sherman and Ian Grindy declared an interest in D.3.

A.5 Minutes of the 28 January 2016 Council meeting

The minutes of the meeting, having been circulated, were approved as a true and accurate record of proceedings, with the exception that three Council members (John Dryden, Peter Glenser and Sally Anne Cockerill) were in attendance but had been missed from the attendance list. This has now been reflected in the January minutes.

A.6 Matters arising from earlier Council meetings

There were no matters arising from the previous Council meeting.

A.7 Action points outstanding from earlier Council meeting

The action points, which had been circulated before the meeting, were noted.

The Chief Executive had instigated a consultation and advised that following consultation with advisory committee's chairs, the consensus was that a review was not necessary at this time. It was agreed that this action would be delayed until post September 2016.

It was noted that BASC Scotland have signed up to the Scottish Business Pledge.



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

The Council was informed that air gun licensing in Scotland is covered under the new legal expenses policy.

B.1 Health and Safety report

The Director of Business Management (designate) presented the report, covering the period 1 January to 29 February 2016.

Council were made aware of one incident relating to a staff member slipping on a bridge at BASC Head office; appropriate follow-up action has been taken.

B.2 Land Acquisition working group (oral) *Confidential*****

B.3 Council Champions

Council noted the updates from the Council Champions

B.4 Plaudits and complaints

The Chief Executive reported that there have been a low level of complaints when compared with the number of memberships. Plaudits have also dipped slightly but this may be due to a general consensus that the Association is operating well and demonstrates good performance from staff.

B.5 Communications department update

The Director of Communications presented an update on the Communications department.

It was noted that Simon Clarke is still off on long-term sick. Garry Doolan has been recruited as temporary support to the team. However, due to increased workload the press team remains stretched.

The Director of Communications advised Council that he is examining publishing a further edition of Shooting and Conservation during the year. He intends to present a business case for Council's consideration at a later date.

Council asked if the magazine could be made available to members electronically. The Director of Communications and Director of Business Management confirmed that there are significant VAT implications and costs involved in publishing magazines electronically. In addition recent research has noted that the popularity of electronic magazines is declining. Based on this information it is currently uneconomical for the magazine to be published electronically.



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

B.6 Honours and Awards

The Director of Business Management presented a paper outlining the suggested nominations for honours, awards and presentations for 2016. The Council approved the following honours, awards and presentations for 2016

- Council agreed to award Jim Carpenter Honorary Life Membership.
- Council agreed to award Barry Merrison Honorary Life Membership.
- Council agreed to award David Burchell the Stanley Duncan Conservation Trophy.
- Council agreed to award Aaron Christianson a special presentation.
- Council agreed to award Philip Bower the Ian Richardson Trophy.
- Council agreed to award Nick Powell the Tim Sedgewick Trophy.
- Council agreed to award Lynn Scholes, Jason Holden, Phil Fairless, Jack Depledge and Liam Culprit with a joint special presentation.
- Council agreed to award Ian Venton with a special presentation.
- Council agreed to award Tony Owens with a special presentation.

B.7 Strategic Indicators *Confidential*****

B.8 White Paper – Economic and environmental benefits of lowland game shooting in the UK

Matt Ellis was present for this agenda item.

Matt Ellis presented the White Paper. If approved, the White Paper will be circulated to policy makers.

Council approved the White Paper in principal, subject to the following alterations:

- A definition of Lowland to be included
- An explanation of the colour coding on page 2 to be included
- Under supplemental feeding and species, include lapwing and stone curlew.
- A few typos which Council will inform Matt Ellis about

B.9 HR Policies

Debbie Owen was present for this agenda item.

Debbie Owen presented the current HR policies for consideration by the Council. It was confirmed that the policies are reviewed annually (May) by BASC and the Associations HR legal advisors Peninsular, to ensure that they remain compliant with current legislation and best practice.



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

Council raised that some of the wording in the Bullying and Harassment Policy should be reviewed, specifically the use of 'may result' and 'will usually result' within the policy. Debbie Owen confirmed that she would consult with Peninsular, with a view to ensuring consistency and compliance.

Council asked if there was a gift policy. It was confirmed that the gift policy was included in the staff handbook.

Council questioned whether there was a right to be accompanied to an informal investigatory meeting. Debbie Owen agreed to seek a second legal opinion regarding the right to be accompanied at informal investigatory meeting.

Following Council a second legal opinion was obtained. The legal advisers confirmed that there is no right to be accompanied to an informal investigatory meeting.

Council questioned if the restriction not to serve on Council for 12 months after leaving the Association employment was an HR policy. It was confirmed that this restriction is part of the employees' contracts of employment and is not a HR policy. It was also confirmed that sub-contractors are not employed by the association but are suppliers of goods and services. Therefore, this restriction does not apply to sub-contractors.

Council asked if the Association has a recruitment policy. It was confirmed that there is no written policy in place but the Association does follow standard processes. Council asked for this process to be documented.

Council requested that a paper outlining the Association's governance be presented to Council. In future, Council should be involved in the review of policies as set out in the corporate governance code

B.10 Environmental Policy

Ian Danby was present for this agenda item.

Ian Danby presented an updated Environmental Policy for review and approval by Council.

Council requested that future policies presented for approval should include a version number and track changes so that Council can easily identify the main changes.

Council approved the Environmental Policy.

B.11 Codes of Practice



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

The Director of Communications presented the redrafted and redesigned codes of practice for night shooting and woodpigeon for comment and approval.

Council approved both documents subject to the series of amendments which the Director of Communication agreed to action.

It was agreed that an article about thermal imaging and identification of animals should be published in Shooting and Conservations. The Director of Communication agreed to take this forward.

B.12 Registered Society Secretary – oral

The Director of Business Management requested Council approval that the Director of Business Management (designate) is appointed Registered Society Secretary when the Director of Business Management retires.

Council approved the appointment.

B.13 BASC Direct Ltd– AGM including adoption of financial statements

The Director of Business Management presented BASC Direct AGM under her designation of BASC Direct Ltd, Registered Company Secretary.

BASC Direct Ltd AGM minutes are recorded separately.

B.14 BASC financial statements year ended 31 December 2015

The Director of Business Management presented the BASC financial statements to Council.

It was noted that the accounts are subject to some outstanding audit matters which need to be finalised. However, these matters would not impact the final financial figures. The Director of Business Management advised that she would inform Council if there are any other changes (e.g. notes or disclosure).

Council noted that at the Executive and Finance Committee held on 16th March 2016 the use of internal audit was raised by the external auditors and discussed with the committee. It was agreed that the use of internal audit would be examined further.

The BASC Financial Statement were approved by the Council for presentation at BASC AGM in June 2016.

B.15 Humber update – oral *Confidential*****



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

C.1 Executive & Finance Committee meeting minutes 27 January 2016

Council noted and approved the minutes of the Executive & Finance Committee meeting held on 27 January 2016.

C.2 Chairman's report

The Chairman's report had been circulated to Council and was accepted as presented.

C.3 Chief Executive's report

Paul Dale was present for this agenda item.

The Chief Executive's report had been circulated to Council and was accepted as presented.

Paul Dale gave an oral update on medical assessments. The CEO praised the significant efforts made by Stephen Curtis and Paul Dale on the issue.

C.4 Director of Communication's report

The Director of Communication's report had been circulated to Council and was accepted as presented.

It was noted that a replacement for Tom Clayton's post has now been appointed.

C.5 Director of Business Management's report (Confidential)

The Director of Business Management's (designate) report had been circulated to Council and was accepted as presented.

It was noted that the IT Manager position has now been appointed.

C.6 Director of HR & Operations' report

The Director of HR & Operations' report had been circulated to Council and was accepted as presented.

The Chief Executive gave their formal thanks to John Walkman, who is retiring from his post as Site Supervisor in April.



THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM ON THURSDAY, 17 MARCH 2016

C.7 To consider requests for advice from Country and Advisory Committees

There were no requests for advice from County and Advisory Committees.

D.1 Any other business by leave of the Chairman

Timings of elections of Chairman and Vice-Chairman and honorarium decisions

Council asked to discuss the current timings of election for the Chairman and Vice-Chairman and any honorarium decisions.

It was noted that there is no obligation to make honorarium payment and that the Vice-Chairman Job description is to be written by the Chairman and Vice-Chairman before May 2016.

Council agreed to keep the process for election and honorarium decisions the same.

Council discussed the induction process for new Council members, plus the level of information given prior to any member considering being put forward for election. The CEO noted that a letter outlining roles and responsibilities was agreed by Council in 2013 and is provided to all members inquiring about standing for election. It was agreed that a briefing to new elected members on on-going matters and issues should be included in the induction process.

D.2 Date of next meeting

The next Council meeting will take place at Marford Mill on Thursday 26 May 2016 commencing at 08.30hrs.

D.3 (Confidential)

This agenda item was discussed in a closed meeting immediately after the Council meeting

Signed:
Chairman

Date:

